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Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

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No. 31, Port Blair, Monday, January 24, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION
OFFICE OF THE MANAGER, GOVT. PRESS, PORT BLAIR**

NOTIFICATION

Port Blair, dated the 24th January, 2011

No. 30/2011/F.No.2-139/GP/2007/42.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated 11.04.1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following rules regulating the method of Recruitment to the Group 'C' posts for **Foreman (Caseroom/Machine), Machine Man Gr.II, Machine Man Gr.III, Automatic Machine Man, Senior Reader, Proof Reader, Assistant Section Holder (Binding), Binder Gr.I, Binder Gr.II, Copy Holder, Assistant Mechanic, Machine Attendant, Warehouseman, Peon, Safaikarmachari** borne in the Establishment of Govt. Press under the Information and Publicity Division of Directorate of IP&T of Andaman and Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT :-

- (i) These rules may be called the Andaman and Nicobar Administration, Group 'C' posts borne in the Establishment of Govt. Press under the Information and Publicity Division of Directorate of IP&T, Andaman and Nicobar Administration Recruitment (Amendment) Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:-

The number of posts, classification and the scale of pay attached thereto shall be as specified in paras 2 to 4 of the Schedule I to XIV annexured to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION ETC.:-

The method of the recruitment, age limit, qualification and other matters relating to the said posts shall be as Specified in paras 5 to 15 of the said schedules aforesaid.

4. DISQUALIFICATION:-

No person —

- a) Who has entered into or contracted a marriage with any person having a spouse living ; or
 - b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor, Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. POWER TO RELAX:-

Where the Lieutenant Governor, Andaman & Nicobar Islands, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect to any class or category of persons.

6. SAVINGS:-

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
Manager, Govt. Press
F.No. 2-139/GP/2009

SCHEDULE – I

1.	Name of post	FOREMAN (CASE ROOM / MACHINE)
2.	No. of posts	2 (Two) 2010* (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200+G.P. Rs. 2800
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for the direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	1 (One) year
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion failing which by deputation
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: (i) 50% from amongst the Section Holder (Machine) in the Pay Scale in PB- 1 Rs. 5200-20200 with GP Rs. 2400 with 5 years service in the grade (ii) 50% from amongst the Section Holder (Case Room) in the Pay Scale in PB- 1 Rs. 5200-20200 with GP Rs. 2400 with 5 years service in the grade

		Deputation: Foreman of other Govt. India Presses, failing which Section Holder with 5 years in that grade of other presses (Period of deputation generally not to exceed 3 years)
13.	If a DPC exists, what is its composition ?	Group 'C' Departmental Promotion Committee consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule - I**DUTIES AND RESPONSIBILITIES OF FOREMAN (CASEROOM/ MACHINE)**

1. To carryout all works related with machining in the Govt. Press.
2. He is responsible for maintaining all works pertaining to the Machine Section.
3. He should keep watch of attendance of staff attached with Machine Section.
4. He is also be punctual in attendance.
5. To allocate the works of staff attached with Machine Section.
6. He must get check daily, the Machine which is in condition or not. If not, he should report to his superior immediately.
7. He should maintain records pertaining to his section.
8. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-II

1.	Name of post	MACHINE MAN GRADE II
2.	No. of posts	3 (Three) 2010* (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200+G.P. Rs. 2400
5.	Whether selection post or non-selection post	Non Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 for male & 18-38 for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates

8.	Educational and other qualifications required for the direct recruits	i) Xth (Secondary School Examination) Passed from a recognized Board/Institute ii) ITI Certificate application <u>Desirable:</u> 2 years experience in the trade in a reputed press
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	<u>Promotion:</u> Machine Man Gr.III in the Pay Scale in PB - 1 Rs. 5200-20200 with GP Rs. 1900 with 8 years service in the grade subject to qualify the trade test
13.	If a DPC exists, what is its composition ?	<u>Group 'C' Departmental Promotion Committee (for Promotion/Confirmation) consisting of:-</u> 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule - II**DUTIES AND RESPONSIBILITIES OF MACHINE MAN GRADE II**

1. He should be liable to perform duty in day and night shifts operated by the Department.
2. He should be punctual in attendance.
3. To operate the Platen Machine /Offset Machine for printing of dailies, forms and books.
4. To assist the Foreman /Section Holder in carryingout the responsibilities and work in the Machine Section.
5. He should get cleaned Machine before or after completion of printing works.
6. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE - III

1.	Name of post	MACHINE MAN GRADE III
2.	No. of posts	9 (Nine) 2010* (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs.1900
5.	Whether selection post or non-selection post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 for male & 18-38 for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: (i) Xth pass (Secondary School Examination) from a recognized Board/Institute (ii) Pass certificate successful completion of apprenticeship under the Apprentices Act, 1961 (52 of 1961) or 3 years experience. Desirable: 2 years experience in the field
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	i) 75% by promotion failing which by direct recruitment ii) 25% By direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Machine Attendant /Gally Proof Man working in the department in the Pay in PB- 1 Rs. 5200-20200 with GP Rs.1800 subject to qualifying the trade test
13.	If a DPC exists, what is its composition ?	Group 'C' Departmental Promotion Committee (for Promotion/Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule III**DUTIES AND RESPONSIBILITIES OF MACHINE MAN GRADE III**

1. He should be liable to perform duty in day and night shifts operated by the Department.
2. He should be punctual in attendance.
3. To operate the Tradle Machine/Offset Machines for printing of Forms and Books.
4. To assist the Machine Man Grade II in carryingout the responsibilities works in the Machine Section.
5. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-IV

1.	Name of post	AUTOMATIC MACHINE MAN
2.	No. of posts	2 (Two) 2010* (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	NA
8.	Educational and other qualifications required for the direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion : From amongst Machine Man Gr.III in the Pay Scale in PB- 1 Rs. 5200-20200 with GP Rs. 1900 with 8 years service in the grade.
13.	If a DPC exists, what is its composition ?	<u>Group 'C' Departmental Promotion Committee (for Promotion) consisting of:-</u> 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule - IV**DUTIES AND RESPONSIBILITIES OF AUTOMATIC MACHINE MAN**

1. To carryout all works related to machines in the Govt. Press.
2. He is responsible for maintaining all the works pertaining to the Automatic Machine.
3. He should be punctual in attendance.
4. He must attend to any other works which may be assigned to him by his Superiors.
5. To operate the Automatic Printing Machine for printing of Tickets and Gazette etc.
6. To operate the Automatic Printing Machine for printing of standard forms and maintenance of out-turn register.

SCHEDULE-V

1.	Name of post	SENIOR READER
2.	No. of post	01 (One) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs. 2800
5.	Whether Selection post or Non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: i) Graduate from a recognized University. ii) Knowledge of Proof Reading Marks. iii) Proficiency in English and Hindi Language. Desirable: Two years experience in Proof Reading from Press or Institution of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Yes
10.	Period of probations, if any	2 (Two) years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion / deputation/ absorption to be made	Promotion: From amongst the Proof Reader of Govt. Press in the pay in PB-I Rs. 5200-20200 with Grade Pay Rs. 2400 with 5 years regular service in the grade.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion/ Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -V**DUTIES AND RESPONSIBILITIES OF SENIOR READER**

1. To carryout all the works related to Reading Section in the Govt. Press.
2. He is responsible to read the final proof of all composed matters.
3. He should be punctual in attendance.
4. He is responsible for maintaining of all records pertaining to his Section.
5. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE - VI

1.	Name of post	PROOF READER
2.	No. of posts	04 (Four) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200+G.P. Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates

8.	Educational and other qualifications required for the direct recruits	Essential: i) Graduate from a recognized University ii) Knowledge of Proof Reading Marks iii) Proficiency in English and Hindi Language Desirable: Two years experience in Proof Reading from a Press or Institution of repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age : No Educational Qualification: To the extent indicated under para -12.
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	50% by promotion failing which by direct recruitment and 50% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	Promotion: From amongst the Copy Holder of Govt. Press in the pay scale of PB-1 Rs. 1900 with 8 years regular service in the grade and having passed Senior School Certificate Examination (10+2) subject to equivalent to qualifying in the trade test to be conducted by the deptt.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion/Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -VI

DUTIES AND RESPONSIBILITIES OF PROOF READER

1. To carryout all the works related to Reading Section in the Govt. Press.
2. He is responsible to read the 1st and 2nd proof of all composed matters.
3. He should be punctual in attendance.
4. He is responsible for maintaining of all records pertaining to his Section.
5. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-VII

1.	Name of post	ASSISTANT SECTION HOLDER (BINDING)
2.	No. of post	01(One) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB –I Rs. 5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	Essential: i) Passed in Secondary School Examination (10 th Std.) from a recognized Board/Institute. ii) Certificate of successful completion of Apprenticeship under Apprenticeship Act, 1961 (52 of 1961) iii) Should qualify in the trade test. Desirable Two years working experience of Binding in Press or Institution engaged in printing and binding work of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	Promotion failing which by direct recruitment.
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst the Binder in the pay scale of PB-1 Rs. 1900 with 5 years regular service in the grade.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion/ Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -VII**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECTION HOLDER (BINDING)**

1. To carryout all the works related to Binding Section in the Govt. Press.
2. He is responsible for maintaining of all works pertaining to the Binding Section.
3. He should keep watch of attendance of staff attached with his Section in the absence of Foreman.
4. He is also be punctual in attendance.
5. To allocate the works of staff attached with Binding Section.
6. To assist the Section Holder (M&B).
7. He should maintain records pertaining to Binding Section.
8. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE- VIII

1.	Name of post	BINDER GRADE-I
2.	No. of posts	02 (Two) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs. 5200-20200+G.P. Rs.1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: i) Xth Std. (Secondary School Examination) Pass from a recognized Board/Institute ii) Trade Certificate of successful completion of Apprenticeship under Apprenticeship Act, 1961 (52 of 1961) iii) Should qualify in the trade test. Desirable: Two years experience in Binding in a Press or Institution and binding work of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No

10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by transfer failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	Transfer: From amongst the Binder Grade-II in the department
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -VIII**DUTIES AND RESPONSIBILITIES OF BINDER GRADE I**

1. To carryout all the works related to his section in the Govt. Press.
2. He is responsible for stitching and binding of important materials such as Gazette, Receipt Books, Bus Tickets and Ship Tickets etc.
3. He should punctual in attendance.
4. He is responsible for maintaining of all works pertaining to his Section.
5. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-IX

1.	Name of post	BINDER GRADE-II
2.	No. of posts	06 (Six) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200+G.P. Rs.1900
5.	Whether selection post or non-selection post	Non-Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.)

		Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: i) Xth Std. Passed from a recognized Board / Institution. ii) Trade Certificate of successful completion of Apprenticeship under Apprenticeship Act, 1961 (52 of 1961) iii) Should qualify in the trade test. Desirable: Two years experience in Binding in a Press or Institution and binding work of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	i) 75% by promotion failing which by direct recruitment ii) 25% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst the WHM in the pay scale of PB-1 Rs.5200-20200 with Grade Pay Rs.1800 in Govt. Press having experience in the field
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Promotion/ Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -IX

DUTIES AND RESPONSIBILITIES OF BINDER GRADE II

1. To carryout all the works related with Binding Section in the Govt. Press.
2. He is responsible for cutting of paper, gathering, stitching and binding of all works pertaining to his Section.
3. He is punctual in attendance.
4. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-X

1.	Name of post	COPY HOLDER
2.	No. of posts	04 (Four) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200+G.P. Rs.1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: i) Pass in Secondary School Examination (10 th Std.) from a recognized Board/Institute ii) Should qualify in the trade test Desirable: Two years experience in Proof Reading from Press or Institution of repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule - X**DUTIES AND RESPONSIBILITIES OF COPY HOLDER**

1. To carryout all the works related to Reading Section in the Govt. Press.
2. To assist the Proof Reader with the original manuscript.
3. He should punctual in attendance.
4. He is responsible for maintaining of all records pertaining to his Section.
5. A Copy Holder must be able to decipher bad or defective manuscript easily.
6. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE- XI

1.	Name of post	MACHINE ATTENDANT
2.	No. of posts	06 (Six) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200+G.P. Rs.1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	Essential: i) Xth Std. (Secondary School Examination) Pass from a recognized Board/ Institution. ii) Should qualify in the trade test. Desirable: Two years experience in the relevant field in a Press or Institution engaged in printing and binding work of repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	i) 50% by transfer failing which by direct recruitment, failing both which by deputation. ii) 50% by direct recruitment failing which by deputation.

12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: From amongst the Regular Mazdoor of Govt. Press who qualify the Trade Test
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to schedule - XI**DUTIES AND RESPONSIBILITIES OF MACHINE ATTENDANT**

1. He should be liable to perform duty in day and night shifts operated by the Department.
2. He should be punctual in attendance.
3. To make ready of the Printing Machines.
4. To assist the Machine Man carryingout the responsibilities works in the Machine Section.
5. He will responsible for cleaning and oiling of the machines.
6. He must attend to any other works which may be assigned to him by his Superiors.

SCHEDULE-XII

1.	Name of post	WAREHOUSEMAN
2.	No. of posts	04 (Four) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs.1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates.

8.	Educational and other qualifications required for the direct recruits	Essential: i) Xth Std. (Secondary School Examination) Pass from a recognized Board/Institution. ii) Having knowledge of simple Binding Works such as Book Binding, Gathering, Collecting, Knowing, Counting, Packing, Binding Numbering, Stamping etc. iii) Should qualify in the trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering Confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule –XII**DUTIES AND RESPONSIBILITIES OF WAREHOUSEMAN**

1. To dispatch all the printed materials to concerned department and maintain relevant records.
2. He should not leave office without permission of the Section Officer under whom he works.
3. He must attend to any other works which may be assigned to him by his Superiors time to time.

SCHEDULE-XIII

1.	Name of post	ASSISTANT MECHANIC
2.	No. of post	1 (One)* (2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: (i) Diploma in Mechanical or Electrical or Electric Engineering from a recognized Institute or University. (ii) One year experience of maintenance/repairing of printing and allied equipments in a Institution/Press of repute. (iii) Ability to read the name of spareparts of machines used in printing industry (other than mono type and casting machines) including lathe and other machine workshop and of servicing and maintenance of offset and other equipments.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probations, if any	2 (Two) Years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and posts of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' Departmental Promotion Committee (for considering cases of confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule - XIII**DUTIES AND RESPONSIBILITIES OF ASSISTANT MECHANIC**

1. He should operate and maintain grinding machines and sharp the Blades.
2. To assist the Mechanic and undertake minor repairs.
3. He is responsible for maintaining all works pertaining to the Machines.
4. He should be liable to perform duty in day and night shifts operated by the Department.
5. He should be punctual in attendance.
6. He must attend to any other works which may be assigned to him by his in-charge.

SCHEDULE-XIV

1.	Name of post	PEON
2.	No. of posts	3 (Three)* (2010)* (Subject to variation depending upon the workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 for male & 18-38 for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates
8.	Educational and other qualifications required for the direct recruits	Essential: i) X th Std. Passed from a recognized Institute/Board. ii) Good Physique Desirable: Ability to ride bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	NA
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	75% by direct recruitment and 25% by transfer

12.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	Transfer: From amongst the other literate Group 'D' staff having experience in 5 years
13.	If a DPC exists, what is its composition ?	NA
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -XIV

DUTIES AND RESPONSIBILITIES OF PEON

1. His main duty is to carry the files and documents safely from one section to another and then to officer and vice-versa as per the instructions of the Section –In –Charge.
2. He is responsible to watch office room as well as 'Officer' room.
3. He should close the office windows and switch off the lights, fans after office hours,
4. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy. He should be punctual in attendance.
5. He must attend to any other works which may be assigned to him by his superior.

SCHEDULE-XV

1.	Name of post	SAFAIKARMACHARI
2.	No. of post	1 (One)* (2010)* (Subject to variation depending upon the workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 for male & 18-38 for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt.) Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/application forms from Candidates

8.	Educational and other qualifications required for the direct recruits	Essential: i) X th Std. Passed from a recognized Institute/Board. ii) Good Physique Desirable: Ability to ride bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	NA
10.	Period of probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' Departmental Promotion Committee (for Considering cases of confirmation) consisting of:- 1) Director (IP) - Chairman 2) Asst. Secretary (Perl.) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

Annexure to Schedule -XV**DUTIES AND RESPONSIBILITIES OF SAFAIKARMACHARI**

1. Responsible to clean/sweep the office premises, keep the surroundings of the office building as well as the drainage provided to the office building neat and clean.
2. Must clean toilets daily and maintain the toilets in hygienic condition.
3. He/She must always come to office in proper uniform which should be clean neat and tidy.
4. Must be punctual in attendance and attend the office well 2 hours before the office start for completing the cleaning works of lavatory block etc.
5. Responsible to maintain accounts for cleaning materials supplied to him.
6. Should not leave office without permission of the Section Officer under whom he works.
7. Must attend to any other works which may be assigned to him by his Superiors.